

## Home Improvement

Residential Permit

Village of Weston/ETZ

Date: \_\_\_\_\_

Permit No. : \_\_\_\_\_

Payment Type: ☐ Cash ☐ Check \_\_\_\_\_

**FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING**



5500 Schofield Ave  
Weston, WI 54476

– PLEASE USE THE ONLINE FILLABLE PDF –

### INTERIOR REMODEL/BASEMENT BUILDOUT PROJECTS AND FEES

- |                          |  |  |           |
|--------------------------|--|--|-----------|
| <input type="checkbox"/> | Under 200 ft <sup>2</sup>                                      | <b>\$50.00 FEE</b>                               | [44/4427] |
| <input type="checkbox"/> | 200 ft <sup>2</sup> and over (round up to nearest 100 for fee) | \$50.00 + \$20.00/100 ft <sup>2</sup> = \$ _____ | [44/4427] |

### IMPROVEMENTS PROJECTS AND FEES

- |                          |            |                    |           |
|--------------------------|------------|--------------------|-----------|
| <input type="checkbox"/> | Electrical | <b>\$30.00 FEE</b> | [44/4427] |
| <input type="checkbox"/> | Plumbing   | <b>\$30.00 FEE</b> | [44/4427] |
| <input type="checkbox"/> | HVAC       | <b>\$30.00 FEE</b> | [44/4495] |

### EXTERIOR REMODEL PROJECTS AND FEES

- |                          |  |                    |           |
|--------------------------|--|--------------------|-----------|
| <input type="checkbox"/> | Window/Door Replacement (+\$5.00 per unit over 2. \$30.00 Min) | \$ _____           | [44/4428] |
| <input type="checkbox"/> | Roofing, Siding, Soffit and Fascia                             | <b>\$50.00 FEE</b> | [44/4428] |

### OWNER AND PROJECT INFORMATION

<b>Owner:</b> _____	<b>Project Address:</b> _____
Mailing _____	_____
Address: _____	<a href="#">Property Zone:</a> _____
Phone: _____	Cost of Project: _____
Email: _____	

### CONTRACTOR INFORMATION

<b>Contractor:</b> _____	<input checked="" type="checkbox"/> <b>Construction</b> <input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing
Company: _____	License Number: _____
Address: _____	Phone: _____
	Email: _____

<b>Contractor:</b> _____	<input type="checkbox"/> Construction <input checked="" type="checkbox"/> <b>Electrical</b> <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing
Company: _____	License Number: _____
Address: _____	Phone: _____
	Email: _____

<b>Contractor:</b> _____	<input type="checkbox"/> Construction <input type="checkbox"/> Electrical <input checked="" type="checkbox"/> <b>HVAC</b> <input type="checkbox"/> Plumbing
Company: _____	License Number: _____
Address: _____	Phone: _____
	Email: _____

Contractor:	_____	<input type="checkbox"/> Construction	<input type="checkbox"/> Electrical	<input type="checkbox"/> HVAC	<input checked="" type="checkbox"/> Plumbing
Company:	_____	License Number:	_____		
Address:	_____	Telephone:	_____		
	_____	Email:	_____		

### GENERAL BUILDING PERMIT REQUIREMENTS

The building specifications including the cross sections for the wall, trusses and headers; detailed floor plans showing dimensions of all rooms, all windows and doors; electrical panel and electrical meter.

Has the building specifications been attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the building specifications include ALL the required components listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### INSPECTION REQUIRED

To arrange an inspection, please call (715) 359-6114. Building inspections are conducted by appointment only. A forty-eight (48) business hour notice is required for inspection. Inspections will be made within 72 business hours after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premise comply with the requirements of Chapter 94 and all State and Village codes, a Zoning Permit and a Certificate of Occupancy shall be issued (through the approval and finalization of this permit). Any re-inspections that may occur beyond the second re-inspection shall incur a cost of \$50.00 thereafter.

## STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the required components to this application will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

☐ I hereby acknowledge and have read and understand the statement as written above.

### "Right to Cure" and Cautionary Statement to Owners obtaining Building Permits:

101.65(1r) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement of advising the owner that: If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Wis Stat §101.654(2)(a), the following consequences may occur:

(a) **The owner may be held liable** for any bodily injury or death of others or for any damage to the property of others that arise out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(b) **The owner may not be able to collect from the contractor damages** for any loss sustained by the owner because of violation by the contractor of the one and two family dwelling code or an ordinance enacted under Wis Stat §101.654(1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of other that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Additionally, Wis Stat §101.66 Compliance and Penalties. "Every builder, designer and owner shall use building materials, methods and equipment which are in conformance with the one and two family dwelling code."

### Consequently:

If the owner signs the Permit Application, the owner is held responsible for any code violations, Orders for Correction and/or citations that may be issued in association with this permit.

If the contractor signs the Permit Application as an agent for the owner, the contractor is held responsible for any code violations, Orders for Corrections and/or citations that may be issued in association with this permit.

☐ I hereby read and acknowledge the Cautionary Statement to Owners obtaining Building Permit as written above.

When applying online, the applicant must use a secure e-signature (i.e. Adobe Signature) or print and scan this application. **No hand written applications will be accepted.** When applying in person, the application shall be printed and signed by the applicant.

Signature of Applicant

Date

☐ Property Owner   ☐ Contractor

## STAFF REVIEW

PIN: \_\_\_\_\_ Zoning: \_\_\_\_\_ ☐ Village ☐ ETZ  
Filed After the Fact: ☐ Yes ☐ No Fine Imposed: ☐ Yes ☐ No Amount: \_\_\_\_\_

Proposed Principal Structure Specifications: \_\_\_\_\_

Roofing Material: \_\_\_\_\_ Siding: \_\_\_\_\_  
Improvements: ☐ Electrical ☐ Plumbing ☐ HVAC

Signature of Building Inspector or Designee \_\_\_\_\_

Date \_\_\_\_\_

Permit Number(s) \_\_\_\_\_ ☐ Approved ☐ Denied

## STAFF TIME TABLE CHECKLIST

- ☐ **Pre-application conference with Planning and Development Department Staff (optional).**  
Date: \_\_\_\_\_ Participants: \_\_\_\_\_
- ☐ **Application and required plans filed with the Village.**  
Date: \_\_\_\_\_ Received by: \_\_\_\_\_
- ☐ **Application fee received by Village.**  
Date: \_\_\_\_\_ Received by: \_\_\_\_\_
- ☐ **Application and submitted plans verified as being complete.**  
Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_
- ☐ **Determination by Zoning Administrator as to whether requested application requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**  
Review Authority: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
  
Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied
- ☐ **Building Inspector (or designee) action.** Designee: \_\_\_\_\_  
Date: \_\_\_\_\_ Action Taken: ☐ Approved as presented ☐ Approved with modifications ☐ Denied
- ☐ **Applicant notified of decision.**  
Date: \_\_\_\_\_ Sent by: \_\_\_\_\_
- ☐ **Attached in Smart Search.**  
Date: \_\_\_\_\_ Attached by: \_\_\_\_\_
- ☐ **Attached and closed in Beehive.**  
Date: \_\_\_\_\_ Closed by: \_\_\_\_\_